



ARIZONA DEPARTMENT OF REAL ESTATE

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At 602.468.1414, ext. 101, or IADA@re.state.az.us to make their needs known.

REQUEST FOR ADDITIONAL CERTIFICATE OF COURSE APPROVAL (Expedited Form, No. ED-105)

Approved School Offering Approved Course Taught by Approved Instructor

An approved school ("School") may use this form to request a Certificate of Course Approval for the School to present a live real estate continuing education course that has already been approved by the Arizona Department of Real Estate ("Department") for presentation by another school. You may obtain current course information (excluding course number) on the Department's public database at www.azre.gov. **Do not use this form if any changes are being made to the credit category or hours, or if making substantive changes to course content, format, teaching methods, or materials.**

SCHOOL SEEKING APPROVAL

School's Legal or DBA Name: _____ School #: _____

Daytime Telephone: _____ Fax or Email (optional): _____

ADRE COURSE #: _____ APPROVAL EXPIRATION DATE: _____

APPROVED COURSE TITLE: _____

COURSE DEVELOPER: _____

Current Number and Category of Credit Hours, as Approved by the Department

#_____ Agency Law	#_____ Commissioner's Standards	#_____ Contract Law
#_____ Disclosures	#_____ Fair Housing	#_____ R E Legal Issues
#_____ General Real Estate	#_____ Business Brokerage (<i>Special requirements apply for business brokerage courses and instructors. Review A.R.S. § 32-2124 (N), 32-2130 (A) and A.A.C. R4-28-405 before contacting the Department.</i>)	

LIST INSTRUCTOR(s): (Name, ADRE No., Exp. Date)

- Upon receipt of approval, the School agrees to retain in its files through the course expiration date a copy of the Certificate of Course Approval and the course outline.
- I have reviewed the course materials and the qualifications and credentials of the proposed instructor(s) and hereby request the Department's approval of the course specified in this application, to be presented in accordance with the provisions of A.R.S. § 32-2135 and A.A.C. R4-28-401 et seq.
- If I am not the course developer, I have written permission from the developer to present this course at the School.

Print Authorized Owner/

Administrator Name: _____ Date: _____

Authorized Owner/Administrator Signature: _____

CERTIFICATE OF COURSE APPROVAL (To be completed by Department of Real Estate staff only)

____ Additional School Added, Approval is consistent as noted above (credit hours, category, title, instructors).

____ Does not qualify (state reason) _____

By: _____ Date: _____